

**GOLDEN GATE HIGHWAY DISTRICT NO. 3
NOTICE OF JOB OPENING**

OPEN POSITION: BOARD SECRETARY/TREASURER

Administrative Offices of the Highway District
500 Golden Gate Ave. Wilder, Idaho
208-482-6267

Applications: Application forms are available at the above Administrative Offices during regular office hours 7:00 a.m. to 5:00 p.m. MST

Must be filed at the Administrative Offices on/or before 5:00 p.m. March 5, 2020

Job Description: [*Described at Chapters 3 and 4 of Title 7 Highway District Policy Code*]

Summarized:

- Maintains and is custodian of the Highway District Records
- Prepares and posts agenda
- Takes and prepares minutes of the Board
- Receives and responds to public records requests
- Serves as the clerk for all Board public hearings
- Receives tort claims
- Works at the direction of the Board and with the Highway District Director, the Foreman and Attorney
- Performs/oversees and reports to the Board regarding all the Highway District Treasurer duties and responsibilities

Hours: Full time position, during regular Highway District office hours.

Compensation: Includes Highway District employee benefit package and is paid hourly as established by the Board.

Golden Gate Highway District is an equal opportunity employer

DATED this 17 day of February, 2020.

GOLDEN GATE HIGHWAY DISTRICT NO. 3


Genia Watkins, Secretary